

MADHYA PRADESH COUNCIL OF SCIENCE AND TECHNOLOGY

Vigyan Bhawan, Nehru Nagar, Bhopal 462 003 (M.P.).

Phone No. (0755) 2671610/12; Fax No. (0755) 2671600.

Website: www.mpcost.nic.in

PROFORMA FOR SUBMISSION OF RESEARCH PROJECTS

(Ten copies to be submitted)

SECTION – A GENERAL

1. Name(s) of the Applicant(s):
2. Department (Full Address):
3. Title of Research Project:
(a) Broad area/Field classification
(Atmospheric Science/Chemical/Earth/Engineering/
Life Sciences/ Mathematics/Physical/Other disciplines)
4. Period required for completion of Research Scheme
5. Budget Estimate
(A) Non-Recurring (*Equipment*)

S. No.	Name of Equipment/Facilities to be procured	Specifications of equipment	No. of Units	Estimated cost as on date

(B) Recurring

S. No.	Item	Budget			Total
		1 st Year	2 nd Year	3 rd Year	
1.	Salary of Project Staff				
2.	Consumables				
3.	Travelling Exp.				
4.	Publication/Printing				
5.	Others (please specify)				
Total					

Total Cost (A+B)

DECLARATION & ATTESTATION

I/We have read the terms and conditions for MPCST research grants as given on the back page. Necessary Institutional facilities will be provided if the research proposal is approved for financial assistance. Full audited account of expenditure and utilization certificate will also be rendered by the Institution.

Signature of Principal Investigator

**Signature of Executive Authority of
Institute with Seal**

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SCHEME FOR RESEARCH PROJECTS

1. Background

The Science and Technology needs of the State are met by the Madhya Pradesh Council of Science and Technology (MPCST), Bhopal. It is recognized as a nodal agency for the Department of Science and Technology, Government of India, New Delhi to cater to the needs of science and technology requirement of the State and also to advise government on policies and measures necessary to promote utilization of Science and Technology for achieving the socio-economic objectives of the State.

Under this scheme the Council provides financial assistance to Scientists/Researchers/Academicians of different Universities, Medical/Agriculture/Engineering/Science Colleges, Colleges of Higher Education and other Non Government Organizations (NGOs) of Madhya Pradesh.

The Scientists and Researchers from the State are encouraged to submit proposals relating to Science and Technology related needs in the following disciplines :-

- (i) **Physical Sciences** (Mathematics, Physics, Chemistry, Engineering, Geology & Geography).
- (ii) **Biosciences** (Zoology, Botany, Environment, Microbiology, Biotechnology, Agriculture & Forestry)
- (iii) **Social Sciences** (Sociology & Psychology).
- (iv) **Medical Sciences** (Pharmacology, Pharmacy, Veterinary & Medical Sciences).

The proposals are evaluated by in-house as well as National level Experts. The candidates are encouraged to publish the outcome of their research in National and International Journals. The Council provides support for all areas of Science & Technology, however, Council has identified following priority area:-

1. Nanotechnology.
2. High Speed Computing and Super Computer.
3. Biotechnology, Recombinant – DNA Technology and Bio-informatics.
4. Earth Sciences including Seismology and Astrophysics.
5. Space Science and Space Application.

6. Medicinal Plant, Phyto-chemistry and Bio-diesel.
7. Drug Development.

2. **Eligibility of Applicants**

(A) **Organizations**

The Institutions/Investigators seeking a project from the Council should have adequate infrastructure to pursue the research project. The institutions should be Universities and Colleges recognized by UGC/AICTE/ICMR/ICAR, State level Research Institutes, NGOs of the State reputed with backup, highly qualified expertise in the field/area and facilities to carry out such a research project. The Council will not provide financial support to Institutions Government of India.

(a) **Eligibility Criteria for NGOs**

For the purpose of financial assistance, Non Governmental Voluntary Organizations with legal status as a Society registered under Societies Registration Act 1860 or under the corresponding State Act, as a Trust registered under the Indian Trusts Act, 1982 or the Charitable and Religious Act, 1920 are eligible subject to the conditions that:

- (i) The Registration with Article of Association of the Organization should be three years old and presently valid.
- (ii) As this scheme is related to R&D, i.e. Research Programme, so research and other development activities should clearly be mentioned in the objectives of the Organization.
- (iii) The annual reports of last 03 years of the Organization must be submitted.
- (iv) The Organization has a proven track record of working with people's participation.
- (v) The Organization has a Bank or Post Office account for the last three years.
- (vi) The Organization needs to be submitted certified photocopies of Permanent Account Number (PAN) and Service Tax No. etc.
- (vii) The area of operation of the projects must necessarily be Research and Development.

- (viii) The Organization should have successfully completed at least one project with assistance either through Central/State funding agency or some other institutional source of funding.
- (ix) The Organization should be broad based and representative in character.
- (x) The office bearers and members of the Governing Body of the Organization should not be relatives. The list of present Executive Committee/Governing Body should be available along with information of Form No. 27 of Registrar, Firms and Society Procedure.
- (xi) The Bank Account Operation should be by joint signatures of the office bearers.
- (xii) The income of the Organization should not be only from individual donations, membership fee and loans.
- (xiii) Before a grant is released, the Grantee should be asked to execute a bond with two sureties [a] he will abide by the conditions of the grant by the target date, if any specified therein [b] that he will not divert the grant and entrust execution of the scheme or work concerned to another institution(s) or organization(s) [c] shall abide by any other conditions specified in the Agreement and in the event of his/her failing to comply with the conditions or committing breach of the bond, the Grantee and sureties individually/jointly will be able to refund to sanctioning grant authority, the entire amount of grant with interest at the rate as per highest rate of Bank deposit.
- (xiv) In case, the organization has its branches, the proposal must be forwarded and submitted by its Head Office to the Council.

(B) Investigators

- (i) The Principal Investigator should have Doctorate Degree and previous experience in the field of the proposed study. Importance will be given to the projects where preliminary work has been done on the topic substantiated by the publications.
- (ii) Research proposals can be submitted by the Scientist/Researcher/Academician who is a permanent employee of the institution/organization where he works and basic facilities are available to him/her for conducting the research.

- (iii) Maximum two projects will be sanctioned to the same Principal Investigator so that new researchers may also avail the opportunity of the scheme.

3. Modus Operandi

1. The applicant will submit the project proposal on prescribed format prepared as per the guidelines of MPCST. The project will have a Principal Investigator who would be responsible for its formulation and implementation. Proposal may be upto 3 years duration.
3. The objectives of the project must be well defined and indicating the likely deliverables.
4. The technical programme of the scheme has to be as comprehensive as possible, outlining allocation of works, work scheduling, annual action plan, etc.
5. All projects proposals have to route through the Head of Institutions and must be supported with all relevant documents.
6. The proposals received will be screened and evaluated by the empowered committee constituted for the purpose.

4. Financial Support

The Council will provide financial support for staff, i.e. Project Fellow @ Rs 10,000/- per month for NET/GATE qualified candidates and Rs. 7000/- per month for others and essential equipments and contingency for the project over a period of 1-3 years. The computer and software are not allowed under the project. The equipments will become the property of the host institutions after completion of the project after taking approval of MPCST.

5. Release of Funds

The contingency amount sanctioned for the research project will be released immediately. Salary will be released after the submission of the papers related to appointment of the staff under the project. The remaining amount would be released after receiving the following documents in the prescribed format.

- (i) Annual Progress Report.
- (ii) Audited Statement of Expenditures and Utilisation Certificate.
- (iii) Mid term appraisal by Review Committee or Experts after presentation by the Principal Investigator.

6. Monitoring

The Principal Investigator shall submit half yearly and annual report in prescribed format timely to the MPCST. The report must contain details about the work done, achievements, results and duly audited accounts (in case of annual report).

Release of funds will be withheld in the event of non-receipt of Utilization Certificate and Progress Reports in time or unsatisfactory progress of work.

On completion of the project, the Project Investigator shall submit to the MPCST a final report in the prescribed format, which shall be examined by the experts group of MPCST, for identifying project results, their significance, and follow up required therein.

TERMS AND CONDITIONS OF THE GRANT
(To be signed and enclosed with concerned filled proforma)

1. Approval of the Research Proposal and the grant released would be for the specific project mentioned in this proposal and grant should be exclusively spent on the project for which it has been sanctioned within the stipulated time. The Institute is not permitted to seek or utilise funds from any other Organisation (Government, Semi Government, Autonomous or Private) for this research project. Any unspent part of amount would be surrendered to the Council through an account payee demand draft drawn in favour of ***“The Director General, Madhya Pradesh Council of Science and Technology, Bhopal”***, and carry forward of funds of the next financial year for utilisation for the same project may be considered only with the specific approval of the Council.
2. The Implementing Institute/Principal Investigator will furnish progress report of work on the project every six months. The progress of the project will also be reviewed/monitored at least once in a year by the concerned Task Force/Project Monitoring Committee, etc. In addition, the Council shall designate Scientists/Specialists to visit the Institute periodically for reviewing the progress of work and for suggesting such measures as to ensure early realisation of the objectives of the project. On completion of the project, five copies of a consolidated report of the work done on the subject would be submitted to the Council.
3. The Institute would furnish to the Council a Utilisation Certificate and an audited statement of accounts/expenditure duly signed by the Principal Investigator, the Head of the Institute and the Head of the Finance Wing, pertaining to the grant at the end of each financial year as well as a consolidated statement of expenditure at the completion of the project. As required they will submit the evidences of expenditure (Bills and Vouchers etc.).
4. A stamped receipt is sent to the Council on receipt of the Cheque/Demand Draft towards each release.
5. The Institute would maintain separate audited accounts for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reported to the Council.
6. Investigators/Institutes wishes to publish books/research papers/popular articles based on the research work done under the Council projects should acknowledge the financial support received from the Council.
7. The Institute may not entrust the implementation of the work for which the grant is being sanctioned to another institution and to divert the grant receipts as assistance to the latter institution. However, in such situations the prior expert permission of the Council may be obtained. In case the grantee is not in a

position to execute or complete the project, it may be required to refund the entire amount of grant with interest received by it, to the Council.

8. The Council reserves the right to terminate the grant at any stage and also to recover the amounts already paid with interest, if it is convinced that the grant has not been properly utilised or the work on the Project has been suspended for any long period or appropriate progress is not being made.
9. The Project will become operative with effect from the date of release of the first installment for the Project.
10. If the Investigator to whom a grant for a Project has been sanctioned leaves the Institution where the Project is being implemented, he/she shall submit five copies of complete and detailed report of the work done by him/her on the Project and the money spent till the date of his/her release and shall also arrange to refund the unspent balance, if any.
11. The entity must be complied with rules and regulations on matter of economy and efficiency.
12. The amount of all grantee institution shall be open in inspection by the Sanctioning Authority/Audit whenever the institution is called upon to do so.
13. The Grantee Institution is liable to refund entire grant with interest if they shall abide by any other conditions specified in the Agreement.
14. The Sanctioning Authority has rights to physical verification of work performance at the cost of Grantee Institution.
15. All information from the stage of proposal in prescribed formats (neatly typed), financial statement, physical progress and technical data reports, Final Technical Report shall be also sent to the Council.
16. Other terms and conditions will be there as applicable in State Government Institutes as the case may be.

Signature of Principal Investigator

*Signature of Executive Authority of
Institute/University with Seal*

Signature of Co Investigator

SECTION – B BIODATA OF THE INVESTIGATOR(S)
(Use separate sheets for each Investigator)

1. Name of the Principal Investigator/Co-Investigator:
2. Designation:
3. Sex:
4. Category (SC/ST/OBC/General):
5. Name of Institution:
6. Mailing Address (must indicate Telephone, Fax, and e-mail address)
7. Date of Birth
8. Broad Subject Area
9. Field of Specialization
10. Educational Qualification (starting from Bachelors Degree onwards)

Degree	Year	Institution	Field

11. Details of Professional Training and Research Experience
12. Details of Employment

Designation	Duration		Institution	Nature of work
	To	From		

13. Professional Recognition/ Awards/Prizes/Certificates etc. won by the Candidate:

14. Details of Ongoing /Completed Projects of Candidate:

S. No.	Name of the funding agency	Name of the Scheme	Programme Title	Year of Funding	Duration	Amount Sanctioned	Status: Ongoing/ Completed

15. Previous financial assistance taken from MPCST:

S. No.	Year of sanction	Purpose	Amount sanctioned	Status of Utilization Certificate

16. List of Publications:

S. No.	Title of Paper/Report/Book	Author(s)	Name & Vol. of Journal & Year	Page No.	
				From	To

Place:

Date:

Signature of the Principal Investigator

SECTION – C - DETAILED RESEARCH PROPOSAL

This information must be adequate and sufficiently self-contained to enable the Council and the Referee to assess the project, and it must cover the following aspects:

1. Title of the Research Project :
2. Objective of Research Project:
(Statement of problems and practical relevance to be specifically indicated in 150 words)
3. Detailed research plan:
(in about 1,500 words)
 - a. Present knowledge with relevant bibliography highlighting the gap in the existing knowledge in the field.
 - b. Preliminary work already done, if any.
 - c. Plan of Research work/study giving design of research experiments/survey and data processing etc.
 - d. The scientific/technological significance of undertaking this investigation.
 - e. Phasing of programme for specific objectives to be attained such as
(a) Pilot Study (b) Data Collection (c) Data Processing.
 - f. Methods proposed to be followed for undertaking the study.
 - g. Justification with the likely impact of the proposed investigation (scientific/technological/industrial on regional economic growth/overall welfare/generation of competence)
 - h. Please justify sanction of the project on grounds of
 - i. Innovation
 - ii. Capacity building/development of research
 - iii. Practicability of its applications
 - iv. Any other points
 - v. Fund requirements (cost budgeting)

4. Budget Estimate

(A) Non-Recurring (*Equipment*)

S. No.	Name of Equipment/ Facilities to be procured	Specifications of equipment	No. of Units	Estimated cost as on date

(B) Recurring

S. No.	Item	Budget			Total
		First Year	Second Year	Third Year	
1.	Salary of Project Staff				
2.	Consumables				
3.	Travelling Exp.				
4.	Publication/Printing				
5.	Others (please specify)				
Total					

Total Cost (A+B)

(i) Justification of Contingency:

(Please specify what for this amount is to be used)

(ii) Justification of grant for equipment.

(The name/specification of equipment with approximate cost and its use in the context of this project may be given)

Undertaking

I have read the terms and conditions of research grant and agree to abide by the same.

Signature of the Principal Investigator:

Name:

Designation:

Dated:

FORMAT FOR UTILISATION CERTIFICATE
(To be submitted with final project report)

1. F.No.
2. Date of sanction
3. Title of the Project
4. Name and Address of Principal Investigator
5. Name(s) and Address(es) of Co-investigator(s)
6. Amount sanctioned by MPCST
7. Amount released by MPCST
8. Details of expenditure

NON-RECURRING

S. No	List of the approved equipment	List of the equipment procured	Date of purchase	Amount Sanctioned	Amount Utilized (Item wise)	Unspent Balance

RECURRING

S. No	Activities undertaken	Period	Amount Sanctioned	Amount Utilized (Itemize)	Unspent Balance

Certified that the grant has been utilized for the purpose for which it was sanctioned in accordance with the "Terms and Conditions" attached to the grant. If, as a result of check or audit objection some irregularity is sanctioned at a latter stage, action will be taken to refund, adjust or regularize the amount objected to.

Finance Officer
(Signature & Seal)

Head of Lead Institution
(Signature & Seal)

Note: The Registrar/Finance Officer in the case of Universities, Principals in the case of Colleges and Executive Heads of other Institutions will sign the Utilization Certificate (UC). The internal auditors may countersign the Provisional UC wherever the system of the internal audit exists. In case of the Self-Financing/Private Institutions, UC has to be signed by a Chartered Accountant.

FORMAT FOR ANNUAL PROGRESS REPORT FOR MPCST FUNDED RESEARCH PROJECT

File No. & Date of Sanction

1. Title of the Project
2. Principal Investigator (Name & Address)
3. Co-investigator (Name(s) & Address(es))
4. Date of commencement of Programme
5. Duration of Project
6. Amount sanctioned by MPCST
7. Amount released by MPCST
8. Details of Expenditure

A. NON-RECURRING

S. No.	List of approved equipment	List of procured equipment	Major specifications of Equipment procured	No. of units	Date of purchase	Expenditure
	Total					

(B) RECURRING

S. No.	Item	Budget			Total
		First Year	Second Year	Third Year	
1.	Salary for Project Staff				
2.	Consumables				
3.	Travelling Exp.				
4.	Publication/Printing				
5.	Others (please specify)				
	Total				

Total Cost (A+B)

9. Whether there is any deviation from the purpose for which:
Grant was released. If so detail of amount to be given

10. Give details of the activities carried out during the year:

10a. Details of individual activities.

10b. Outputs of significance:

10b1. Details of patents.

10b2. Details of publications.

10b3. Details of copyrights

10b4. Other reports / communications etc.

10c. Details of training imparted.

Date:

Principal Investigator

Head of the Institution
(Signature & Seal)

Co-investigator

FORMAT FOR AUDITED UTILISATION CERTIFICATE

(To be submitted with annual report)

Certified that out of Rs. _____ of Grant-in-aid sanctioned during the year _____ vide Letter No. _____ Rs. _____

has been utilized for the purpose of _____ for which it was sanctioned and the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to M.P. Council of Science and Technology (vide Cheque/Draft No. _____ dated _____)/will be adjusted towards the Grant-in-aid payable during the next year i.e, _____ as per the details attached.

Certified that the grant has been utilized as per laid down terms and conditions for which it was sanctioned.

Finance Officer
(Signature & Seal)

Head of Institution
(Signature & Seal)

Date:

Chartered Accountant
(Signature & Seal)